



UNITED STATES DISTRICT COURT

Western District of Kentucky

Announcement Number: FY12-01

POSITION: Case Administrator

LOCATION: Louisville, Kentucky

SALARY RANGE: CL 24 (\$34,356 - \$55,864), depending upon qualifications
Career Ladder Promotion Potential to CL 26 (\$41,786 - 67,951)

OPEN DATE: October 21, 2011

CLOSE DATE: November 10, 2011 by 5:00 p.m. EST

Applications must be received by 11/10/11. No late applications accepted.

POSITION OVERVIEW:

This position is located in the Clerk's Office of the U. S. District Court in Louisville, Kentucky. Case Administrators are responsible for managing the progression of cases from opening to final disposition. This position provides support at the court's intake counter as well as docketing support for case administration. Duties include: docketing, noticing, maintaining official case records, monitoring the completion of required procedural steps, informing interested parties when orders are docketed, preparing case documents for appeal, receiving and reviewing filed documents to determine accuracy and conformity, and taking appropriate action as needed. Responds to inquiries about case status from chambers, court staff, counsel and the public.

REQUIREMENTS:

Familiarity with the purpose and format of legal documents. Knowledge of legal terminology. Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court. Ability to consistently demonstrate sound ethics and judgment. Computer skills and utilize multiple computer application skills. The ability to perform a wide variety of tasks, on a number of different cases, simultaneously. Must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills. Knowledge of Federal laws or regulations and/or District Court rules and procedures is preferred, but not required.

QUALIFICATIONS:

Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, excellent oral and written communication skills, and good proofreading skills are essential. Candidates must be highly motivated, dependable, detail oriented and able to manage multiple priorities and tasks in a fast paced environment.

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Experience in a court or related legal field is preferred. Applicant must have a minimum of two years general experience plus one year specialized experience.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible clerical or administrative experience that demonstrates the ability to understand and apply rules, regulations, directives, or laws to case administration duties. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

BENEFITS:

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
13 days of paid sick leave per year (unlimited accumulation).
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employees' Health Benefits
- Optional Federal Employees' Group Life Insurance
- Optional SHPS Flexible Spending Accounts
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

INFORMATION FOR APPLICANTS:

- This position is regular and full-time.
- Applicant must be a U. S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

HOW TO APPLY:

Submit cover letter and resume to:

Human Resources Manager
U. S. District Court
601 W. Broadway, Suite 106
Louisville, KY 40202-2249

No e-mail or fax applications accepted.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

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